

County Engineers' and Public Works Directors' Manual

BOOK II – Reference Manual

Change Record

November 2005	<u>Under Section 2A</u> Replace page 2-1 (WAC General Administrative Rules) Replace pages 2-15 thru 2-16 (Maintenance Management)
May 2005	<u>Under Section 2A</u> Replace page 2-1 (WAC General Administrative Rules) Replace page 2-3 (Organization and Operation of County Road Administration Board) <u>Under Section 2B</u> Replace page 2-17 (WAC Standards of Good Practice) Replace pages 2-35 & 2-36 (Standards of Good Practice – Cooperative Procedures for Processing of County Road Accident Reports)
April 2006	<u>Under Section 2C</u> Replace page 2-43 (WAC RAP Rules) Replace pages 2-47 thru 2-50 (Regional Prioritization of RAP Projects) Replace pages 2-59 thru 2-62 (Increased Allocations of RATA Funds to Projects) <u>Under Section 2D</u> Replace page 2-71 (WAC CAPP Rules) Replace pages 2-73 thru 2-76 (Administration of the County Arterial Preservation Program)

-----**IMPORTANT**-----

Changes will be marked as follows:

- All additions in *red*;
- All deductions will be marked in *strike-out*
- Marks will only show up on most recently distributed changes, all previous changes will return to black on white. Questions call Karen at 360.753.5989 or karen@crab.wa.gov

2C WAC RAP RULES

<u>CHAPTER NUMBER</u>	<u>TITLE</u>	<u>ORIGINAL ADOPTION</u>	<u>LAST REVISION</u>	<u>REVISION NUMBER</u>
100	Administration of the Rural Arterial Program	6/28/1984	10/29/1998	2
130	Regional Prioritization of RAP Projects	6/28/1984	4/27/2006	14
150	Eligibility for Rural Arterial Trust Account Funds	6/28/1984	7/19/2002	6
161	Project Submittal, Selection, and Initial Allocation of RATA Funds to Projects	7/29/1994	1/11/2001	4
163	Allocation of RATA Funds to Emergent and Emergency Projects	7/12/1996	1/11/2001	2
165	Increased Allocations of RATA Funds to Projects	7/29/1994	4/27/2006	2
167	Withdrawals, Early Termination, and Lapsing of Approved Projects	7/29/1994	4/12/2001	3
170	Execution of a CRAB/County Contract for a RAP Project	6/28/1984	1/11/2001	3
180	Processing of RAP Vouchers	6/28/1984	10/29/1998	2
210	Design Standards for Rural Arterial Projects	6/28/1984	7/19/2001	5

REGIONAL PRIORITIZATION OF RAP PROJECTS

WAC 136 CHAPTER 130

WAC 136-130-010 Purpose and authority.

RCW 36.79.080 sets forth the criteria that will be used in determining the priority of specific improvement projects. This chapter describes how each RAP region will rate and prioritize proposed projects.

WAC 136-130-020 Priorities by region.

The county road administration board has determined that the interests of the counties in the several regions will be best served by encouraging development of a distinct project priority rating system for each region. These rating systems, described in WAC 136-130-030, 136-130-040, 136-130-050, 136-130-060, and 136-130-070 shall be used in the prioritization of proposed projects requesting RATA funds submitted by counties in the respective regions.

WAC 136-130-030 Project prioritization in Puget Sound region (PSR).

Each county in the PSR may submit projects requesting RATA funds not to exceed 80% of the forecasted regional apportionment. Each project shall be rated in accordance with the PSR RAP rating procedures. The PSR funding period shall allot a minimum of 25% of the forecasted regional apportionment to projects on roads classified as major collectors (07) or minor collectors (08).

~~PSR RAP rating points shall be assigned on the basis of twenty points for traffic volume, twenty-five points for accident history, fifteen points for structural condition, twenty-five points for geometric condition and fifteen points for special use and need. Prioritization of PSR projects shall be on the basis of total PSR RAP rating points shown on the project worksheet and the prospectus form of the project application.~~

~~PSR RAP maximum rating pointes for the four project types shall be assigned based on the following:~~

Project Type:				
Rating Criteria:	Road	3R Safety	Intersection	Bridge
Traffic Volume	20	15	20	20
Accident History	25	15	25	25
Structure	15	10	5	25
Geometry	30	20	40	20
Special Road	10	10	10	10
Usage				
3R Safety		30		
TOTAL POINTS	100	100	100	100

~~Bridge category projects that will not replace the structure must have federal funds committed to them prior to submittal for RATA funding.~~

~~Prioritization of PSR projects shall be on the basis of total RSR RAP rating points shown on the project worksheet and the prospectus form of the project application.~~

WAC 136-130-040 Project prioritization in northwest region (NWR).

Each county in the NWR may submit projects requesting RATA funds not to exceed five hundred thousand dollars per project and fifty percent of the forecasted regional apportionment. No bridge replacement projects will be funded. Each project shall be rated in accordance with the NWR RAP rating procedures. NWR RAP rating points shall be assigned on the basis of forty points for structural condition, forty points for geometrics, ten points for traffic volume, ten points for traffic accidents, five points for any project on a major collector (07), and ten points for any project on a rural principal arterial (02) or a rural minor arterial (06). Prioritization of NWR projects shall be on the basis of total NWR RAP rating points shown on the project worksheet and the prospectus form of the project application.

WAC 136-130-050 Project prioritization in northeast region (NER).

Each county in the NER may submit projects requesting RATA funds not to exceed twenty-five percent of the forecasted NER biennial apportionment. Each project shall be rated in accordance with the NER RAP rating procedures. The NER biennial apportionment shall be divided into the following categories at the percentages shown, provided sufficient projects are submitted for prioritization in each category:

Category 1 – Ten percent for bridge projects where RATA funds are used as a match for federal bridge replacement funds;

Category 2 – Forty-five percent for reconstruction of rural collectors; and

Category 3 – Forty-five percent for resurfacing, restoration, rehabilitation (3R) type projects on rural collectors.

In the event that no projects or an insufficient number of projects are submitted in any of the above categories to utilize the RATA funds set aside for the category, all remaining funds in that category or categories shall be divided among the remaining categories as the county road administration board deems appropriate. The intent is to divide all available funds into categories having a sufficient number of submitted projects to fully utilize the funds available at each allocation during the biennium.

Bridge projects may be submitted requesting RATA funds under one of the following conditions:

- (1) Bridges must be approved for federal bridge replacement funding and RATA funds shall be used only as a match for such federal funding. Bridges will be ranked for RATA funding using the WSDOT priority list and may be added to the NER category 1 priority array at any time during the biennium upon approval of the bridge for federal bridge replacement funding.
- (2) A stand-alone bridge project may be submitted as an ordinary RAP project provided that its priority rating has been computed by the bridge rating method in the NER RAP rating procedures. Such projects shall not be considered for funding from the bridge reserve described above.
- (3) A RAP project may include a bridge when the cost of the bridge does not exceed twenty percent of the total project cost.

NER RAP rating points for reconstruction projects, 3R projects or non-federal bridge replacement projects shall be assigned on the basis of one hundred points for a condition rating and fifty points for a service rating. The priority rating equals the sum of two and one half times the product of the service rating to the 1.25 power and the common logarithm of the number obtained by dividing one hundred by the condition rating. A total of ten points representing local significance may be added to one project included in each county's biennial submittal. A total of up to ten points representing missing links definition may also be added to one project included in each county's biennial submittal. Prioritization of NER projects shall be on the basis of total NER RAP rating points shown on the appropriate project worksheet and the prospectus form of the project application.

WAC 136-130-060 Project prioritization in southeast region (SER).

Each county in the SER may submit projects requesting RATA funds not to exceed twice the per county limit of the forecasted SER biennial apportionment which is listed as follows:

Asotin County	ten percent
Benton County	fourteen percent
Columbia County	eleven percent
Franklin County	thirteen percent
Garfield County	ten percent
Kittitas County	thirteen percent
Klickitat County	fourteen percent
Walla Walla County	fourteen percent
Yakima County	twenty percent

Each project shall be rated in accordance with the SER RAP rating procedures. Ten percent of the forecasted SER biennial apportionment shall be reserved for bridge projects. Federally funded bridges for which counties are seeking matching funds shall receive first consideration for these funds, ranked against each other according to the WSDOT priority array. Bridges receiving federal funding may be added to this list at any time during the biennium. Stand-alone bridges may compete for funds in this reserve that remain after all bridges seeking match for federal funds have been funded. These bridges will be rated against each other according to their total points assigned from the RAP rating worksheets for the SER. Whatever part of the bridge reserve that is not allocated to bridge projects shall be available for allocation to other RAP projects.

SER RAP rating points shall be assigned on the basis of forty-five points for structural condition, thirty points for geometrics, twenty-two points for traffic volume, and five points for traffic accidents. A total of twenty points representing local significance may be added to one project in each county's biennial submittal. Prioritization of SER projects shall be on the basis of total SER RAP rating points shown on the project worksheet and the prospectus form of the project application.

WAC 136-130-070 Project prioritization in southwest region (SWR).

Each county in the SWR may submit projects requesting RATA funds not to exceed thirty percent of the forecasted SWR biennial apportionment. No bridge replacement projects will be funded. Each project shall be rated in accordance with the SWR RAP rating procedures. SWR RAP rating points shall be assigned on the basis of fifty road condition points, consisting of twenty-five points for structural condition and twenty-five points for surface condition, fifty points for geometrics, ten points for traffic volume and ten points for traffic accidents, except that portland cement concrete surfaces and asphalt surfaces with cement concrete bases shall have fifty points for road surface condition and no points for structural condition and except that gravel roads shall have thirty-five points maximum for surface condition, and fifteen points maximum for roadbed width in geometrics and no other geometric points. Prioritization of SWR projects shall be on the basis of total SWR RAP rating points shown on the project worksheets and the prospectus form of the project application.

WAC 136-130-080 Limitation on rating points.

In each of the project prioritization methods described in WAC 136-130-030, 136-130-040, 136-130-050, 136-130-060, and 136-130-070 rating points are assigned to a variety of structural and geometric conditions. For purposes of the RAP project prospectus submitted to the county road administration board, geometric condition points shall be assigned only for those conditions which will be corrected by construction of the project.

INCREASED ALLOCATIONS OF RATA FUNDS TO PROJECTS

WAC 136 CHAPTER 165

WAC 136-165-010 Purpose and authority.

RCW 36.79.150 provides for increasing the amount of RATA funds allocated to a project. This chapter describes the manner in which counties may request an increase in the amount of RATA funds allocated to a project and the manner in which the county road administration board will respond to such requests. This chapter will apply only to projects for which RATA funds have been allocated after July 1, 1995.

WAC 136-165-020 Requirements for consideration of RATA fund increases.

- (1) When a county submits its final prospectus as described in WAC 136-161-050, the county road administration board presumes that the amount of RATA funds requested, plus any non-RATA funds that may be designated for the project, are sufficient to fully, and in a timely manner, complete the project as described.
- (2) In extraordinary circumstances, a county may request an increase in the amount of RATA funds allocated to a project. A county may request an increase in a project's RATA allocation only twice in the course of a project's development: At the completion of preliminary engineering, and prior to commencing construction. ~~All cost increases during the course of construction shall be the responsibility of the county. Requests for increases in excess of fifty percent of the original RATA allocation will not be considered or granted; the county must secure other funds, withdraw or request the termination of the project, or request a change in scope and/or project limits.~~
A project shall be considered to have commenced construction if:
 - (a) The construction contract for the work has been awarded; and
 - (b) If done by day labor, the work has commenced, except for labor construction engineering.All cost increases during the course of construction shall be the responsibility of the county. Requests for increases in excess of fifty percent of the original RATA allocation will not be considered or granted; the county must secure other funds, withdraw or request the termination of the project, or request a change in scope and/or project limits.
- (3) A request by a county for an increase in RATA funds allocated to a project shall demonstrate that:
 - (a) The county at the time of preparing its final project prospectus considered the factors listed in subsection (4) of this section;
 - (b) The request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in subsection (5) of this section;
 - (c) It is not feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation; ~~and~~
 - (d) The request is not to pay for an expansion of the originally approved project.
 - (e) ~~If the work is to be done by contract, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, advertisement of the project for construction bids; and~~
 - (f) ~~If the work is to be done by day labor, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, commencement of the work.~~
- (4) At the time of preparation and submittal of the final project prospectus, a county is expected to consider all information which may affect the cost of the project. In cases where the information is incomplete or poorly defined, the county is to exercise good professional judgment and/or seek outside professional assistance and advice in order to prepare a

reasonable RATA fund request. The information which a county is expected to consider includes, but is not limited to, the following:

- (a) The availability at the needed time of matching funds and other supplementary funds;
 - (b) All technical data reasonably available such as topographic maps, reconnaissance reports, surface and subsurface geotechnical data, hydraulic and hydrological data, sources of materials, applicable design standards, and any earlier preliminary engineering;
 - (c) Required permits, including pre-project scoping consultations with the permitting agencies and an estimate of the costs of complying with permit requirements;
 - (d) Required right of way or other easements, and the time and cost of acquisition;
 - (e) Availability of qualified contractors to perform the work;
 - (f) Ownership, type, amount, and time requirements of any required utility relocation;
 - (g) Historical and projected labor, equipment and material costs; and
 - (h) The project development timetable leading to completed construction and the interrelation of this project to all other work activities under the control of the county engineer.
- (5) The county road administration board will increase RATA funds allocated to a project only if it finds that the request for an increased allocation is based on extraordinary and unforeseeable circumstances, including but not limited to the following:
- (a) The county relied on existing technical data which were later found to be in error, and which will necessitate a significant design change prior to proceeding with construction;
 - (b) Project permit requirements were substantially changed, or new permits were required;
 - (c) Supplementary funds, such as impact fees, developer contributions, grants, etc., which were forecasted to be available for the project, were withdrawn or otherwise became unavailable;
 - (d) Design or other standards applicable to the project were changed; and/or
 - (e) The start of construction will be significantly delayed or additional construction requirements will be added as a direct result of legal action; provided however, that the failure of a county to exercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds.

WAC 136-165-030 County road administration board evaluation, consideration and action.

- (1) In deciding whether to grant a request for a RATA allocation increase submitted under the provisions of WAC 136-165-020, the county road administration board will consider the following factors:
 - (a) Whether the county, at the time of preparing its final project prospectus, considered the factors listed in WAC 136-165-020(4);
 - (b) Whether the county's request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in WAC 136-165-020(5);
 - (c) Whether it is feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;
 - (d) Whether the request is to pay for an expansion of the project; and
 - (e) Whether the increased allocation will have an adverse effect on other approved or requested RATA funded projects.
- (2) Where the requested increase is less than or equal to twenty-five percent of the original RATA allocation, and one hundred thousand dollars, the request may be acted upon by the executive director; all approvals or denials will be appropriately documented and described to the county road administration board at its next quarterly meeting. Where the requested increase is more than twenty-five percent of the original RATA allocation, or one hundred thousand dollars, the request will be acted upon by the county road administration board.
- (3) If the county road administration board finds that an increase in RATA funds for a previously approved project is justified, some or all of the requested increase may be allocated.

WAC 136-165-040 Effect of receiving RATA increase.

A county's increased RATA funds for a project program period shall correspondingly reduce the amount of any RATA funds for which it is eligible to compete in the next project program period; provided that the county road administration board may grant a county's request to decrease such a reduction by the total amount of increased but unexpended RATA funds.

All reductions and reduction adjustments as described shall be effective in the project program period following the period in which the increase in the RATA funds is approved.

WAC 136-165-050 Amendment of CRAB/county contract.

All changes in approved RATA allocations and other county road administration board actions taken under the provisions of this chapter shall be reflected by amending the CRAB/county contract.

Failure of a county to execute an amended CRAB/county contract within forty-five days of receipt shall nullify all allocation increases and other county road administration board actions.

2D WAC CAPP RULES

<u>CHAPTER NUMBER</u>	<u>TITLE</u>	<u>ORIGINAL ADOPTION</u>	<u>LAST REVISION</u>	<u>REVISION NUMBER</u>
300	Administration of the County Arterial Preservation Program	10/5/1990	4/27/2006	3

ADMINISTRATION OF THE COUNTY ARTERIAL PRESERVATION PROGRAM

WAC 136 CHAPTER 300

WAC 136-300-010 Purpose and authority.

RCW 46.68.095(4) provides that the county road administration board shall administer the county arterial preservation program (CAPP) and the county arterial preservation account (CAPA) established by this statute. This chapter describes the manner in which the county road administration board will implement the several provisions of the statute.

WAC 136-300-020 Adoption of rules.

The county road administration board shall adopt rules in accordance with the provisions of the statute for purposes of administering the CAPP regarding the following:

- (1) Distribution of CAPA funds.
- (2) Pavement management systems.
- (3) Preparation of annual county arterial preservation programs.
- (4) Allowable activities for CAPA funding.
- (5) Accounting and audit provisions.
- (6) Annual CAPP report.

WAC 136-300-030 Delegation of authority.

In order to assure effective and timely administration of the CAPP the county road administration board may, by resolution, delegate specific administrative authorities to its executive director.

WAC 136-300-040 Staff services and facilities.

The county road administration board shall arrange for all necessary staff services and facilities necessary for the efficient administration of the county arterial preservation program. The costs of such services and facilities as well as all other lawful expenses of the county road administration board that are attributable to CAPP shall be paid from the county arterial preservation account in the motor vehicle fund.

WAC 136-300-050 Distribution of CAPA funds.

- (1) Certification of county arterial mileage.
 - (a) Classification. The statute specifies that expenditure of CAPA funds is restricted to paved arterials in the unincorporated area of each county. Arterials are defined as being those county roads:
 - (i) In urban areas, classified within the federal functional classification system as arterials or collectors;
 - (ii) In rural areas, classified within the federal functional classification system as arterials, major collectors, or minor collectors.
 - (b) Paved roads are defined as those roads which, at the time of CAPA allocation determination, are hard-surfaced through the application of a bituminous surface treatment (BST), asphaltic concrete pavement (ACP), or portland cement concrete (PCC). Brick or block surfaces shall also be considered as paved.
 - (c) Source of information. The master county road log as maintained by the county road administration board in accordance with chapter 136-60 WAC shall be the source of official paved road mileage to be used for CAPA distribution.
- (2) Establishment of allocation percentages. At its first regular meeting after July 1 of each year, the county road administration board shall establish the next calendar year's allocation percentages for the individual counties based on information contained in the most recently

certified master county road log. Each county's allocation percentage shall be computed by the county road administration board as its percentage of paved arterial lane miles of the total state-wide paved county arterial lane miles.

- (3) Notice to counties. Upon their establishment, the county road administration board shall notify the county legislative authority and the county engineer of each county of the respective county's CAPA allocation percentage and the latest estimate of the amount of CAPA funds to be allocated during the next calendar year.
- (4) Distribution to counties. Distribution of allocated CAPA funds shall be done monthly by the state treasurer. The state treasurer shall use the allocation percentages provided by the county road administration board as computed under the provisions of subsection (2) of this section.
- (5) Eligibility. All arterial preservation work and related activities, **and maintenance management** done by each county shall be eligible for CAPA funding provided that:
 - (a) The county is determined to be in compliance with the pavement management system requirements as set forth in chapter 136-70 WAC; and
 - (b) The county engineer submits the annual CAPA program as required in WAC 136-300-060; and
 - (c) The work is in conformance with the allowable activities as specified in WAC 136-300-070.

WAC 136-300-060 Annual county arterial preservation programs.

Each county engineer shall, in conjunction with the county's annual road construction program as required by RCW 36.81.130 and chapter 136-16 WAC, prepare an annual county arterial preservation program. Appropriate forms will be provided by the county road administration board.

The county's annual county arterial preservation program shall consist of a list of all proposed county arterial preservation projects and activities **as well as total planned expenditure of CAPA and non-CAPA funds for maintenance management** for the ensuing year. In order to evaluate the relative ability of CAPA funds to meet the county's total arterial pavement preservation needs, the annual county arterial preservation program shall identify those projects for which CAPA funding is available.

The county engineer shall submit the proposed county arterial preservation program to the county road administration board along with the county's annual road program and budget in accordance with chapter 136-16 WAC.

WAC 136-300-070 Allowable activities within CAPP.

For all CAPA-funded projects that involve structural resurfacing, the existing road must meet the following minimum width standards:

Shouldered roadway sections:

Current ADT	Lane width	Shoulder width
0 to 100	9 feet	2 feet
101 to 400	10 feet	2 feet
401 to 4000	10 feet	2 feet
Over 4000	11 feet	4 feet

Curbed roadway sections (minimum lane width):

Current ADT	Two-way undivided	One-way & two-way divided
All	10 feet	9 feet

All roadways built to less than the above standards for which a county proposes to perform structural resurfacing must be widened with other than CAPA funds.

Use of county arterial preservation account funds shall be limited to the following three groups of activities:

- (1) Implementation of computerized systems to include:
 - (a) Acquisition of computer hardware and software that may be necessary to operate computer-based pavement management **and maintenance management systems**.
 - (b) Pavement management system training not otherwise provided by the county road administration board. This can include software usage, pavement condition surveying, and other specialized training directly related to the operation and maintenance of a computer-based pavement management system.
 - (c) Payment for related services such as data entry, pavement condition surveys, and rental of specialized PMS-related equipment such as road raters.

Acquisition of equipment other than computer hardware as described in subdivision (a) of this subsection is not eligible.
- (2) Direct and attributable indirect costs associated with paved surface preservation and rehabilitation activities on existing roadways, **and maintenance management activities related to all county arterials**, including the following:
 - (a) Nonstructural resurfacing projects. These include thin asphalt concrete overlays (one-inch or less); bituminous seal coats (single and double); slurry seals, sand seals, and fog seals; associated tack coats, paving fabrics, and preleveling; and associated surface grinding and planing.
 - (b) Structural resurfacing projects. These include thick asphalt concrete overlays (greater than one-inch); portland cement concrete overlays; associated tack coats, paving fabrics, and preleveling; associated surface grinding and planing; and hot/cold bituminous road mixes.
 - (c) Associated activities. These include crack sealing (bituminous and portland cement pavements); full-depth, structural patching done in preparation for structural or nonstructural overlays or seals; portland cement pavement joint reconstruction undersealing, panel jacking and panel replacement; and other related activities as are directly attributable to nonstructural and structural resurfacing projects.
 - (d) **Maintenance management activities. These include creating maintenance management reports and training in maintenance management per the requirements listed in chapter 136-11 WAC.**
- (3) Resurfacing work associated with the reconstruction and/or widening of existing paved arterials. This participation is limited as follows:
 - (a) The present roadway is a paved county arterial as defined by WAC 136-300-050;
 - (b) The county's approved pavement management system has identified the existing pavement as requiring resurfacing within two years of the expected reconstruction/widening project completion date;
 - (c) The reconstruction/widening project will bring the roadway to at least the lane and shoulder width standards and non-CAPA funding requirements of this section;
 - (d) The CAPA participation will be limited to the resurfacing portion of the project as described in this section.

WAC 136-300-080 Accounting and audit provisions.

- (1) Accounting requirements:
 - (a) Deposits. Upon receipt of CAPA funds from the state treasurer, each county shall deposit them in a separate BARS revenue account within the county road fund or in a fund separate from the county road fund. The county engineer shall evaluate the capabilities of the county road fund accounting system and select the method of deposit and related accounting.
 - (b) Expenditures. Expenditures of these funds shall be solely for CAPA-eligible work and must be separately identified within each county's road fund expenditure reporting system.
- (2) Audit provisions. CAPA audits may be conducted by the state auditor's office and will normally be conducted in conjunction with the audits required by RCW 43.09.260 and 36.80.080. Special audits of specific CAPP activities or projects may be accomplished at the request of the county road administration board. The costs of such special audits shall be the responsibility of the county road administration board.
- (3) Scope of audits. The audit of any CAPP project or activity shall include but not be limited to the review of the county's compliance with:
 - (a) The provisions of the enabling legislation and
 - (b) The rules in Title 136 WAC regarding implementation and administration, with detailed review of the application of CAPA funds and the various reporting requirements.The audit shall also include a review of the financial accounting and reporting of all CAPA funds.
- (4) Noncompliance, questioned costs, and post-audit penalty. If the audit of a CAPP activity or project reveals any area of noncompliance and/or questioned costs, then such exceptions shall be subject to comment by the examiner within the audit report. In the event an exception has been noted within the audit report, it shall be the duty of the county road administration board to evaluate the noted discrepancy. Discrepancies may be cause for the county road administration board to order the payback of any CAPA funds that have been expended on ineligible activities and/or withdrawal or denial of the certificate of good practice of the county in question as provided in chapter 136-04 WAC.

WAC 136-300-090 Submittal of annual report.

The county road administration board shall prepare and distribute to all counties standard reporting forms for use by the county engineer to annually summarize the pavement preservation **and maintenance management** activities, both CAPA and non-CAPA funded, in his or her county. For all CAPA-funded work, the report will require a specific listing of roads improved including a definition of scope of work and the amount of CAPA funds expended, **as well as a listing of the county's share of CAPA funds used for maintenance mangement.**

At any time prior to April 1st of the year following, the county engineer shall, in conjunction with the annual construction report required by WAC 136-16-050, submit an annual summary of pavement preservation activities on the entire paved road system. This report shall be on the approved forms or in an equivalent format.